

SEMINOLE COUNTY GOVERNMENT AGENDA MEMORANDUM

SUBJECT: Adoption of the Five Year 2005-2009 Consolidated Plan, the 2005-2006 One-Year Action Plan, and the Citizen Participation Plan

DEPARTMENT: Planning & Development **DIVISION:** Community Resources

AUTHORIZED BY: Dan Matthys **CONTACT:** Robert Heenan **EXT.** 7380

Agenda Date 08/09/2005 **Regular** ☐ **Consent** ☒ **Work Session** ☐ **Briefing** ☐
Public Hearing – 1:30 ☐ **Public Hearing – 7:00** ☐

MOTION/RECOMMENDATION:

Adopt the Five Year 2005-2009 Consolidated Plan, the 2005-2006 One-Year Action Plan, and the Citizen Participation Plan, and authorize the Chairman to execute all required grant forms and documents to the US Department of Housing and Urban Development (HUD) to receive CDBG, HOME, and ESG grant funds.

BACKGROUND:

Federal law requires recipients of HUD grant funds develop a multi-year Consolidated Plan, an annual One-Year Action Plan, and a Citizen Participation Plan.

The County has developed a new Five Year 2005-2009 Consolidated Plan, a 2005-2006 One-Year Action Plan, and a Citizen Participation for submittal to HUD by 8/12/05.

The County has complied with 2005-2009 Consolidated Plan federal requirements by identifying Housing, Non-Homeless, Homeless, and Community Development needs. The County compiled data from the US Census and other data collection entities and consulted with local governments, citizens, County departments, County Commissioners, and public and private agencies to identify those needs.

Staff recommends the Board adopt the Five Year 2005-2009 Consolidated Plan, the 2005-2006 One-Year Action Plan, and the Citizen Participation Plan and authorize the Chairman to execute all required grant forms and documents to the US Department of Housing and Urban Development (HUD) to receive CDBG, HOME, and ESG grant funds.

Attachments:

- 1) Executive Summary 2005-2009 Consolidated Plan
- 2) Executive Summary 2005-2006 One Year Action Plan and Activities
- 3) Citizen Participation Plan

Reviewed by:

Co Atty: _____

DFS: _____

Other: _____

DCM: _____

CM: _____

File No. - cpdc02

Executive Summary
2005-2009 Consolidated Plan

The strategies to meet identified needs in the 2005-2009 Consolidated Plan are as follows:

1) Housing Strategies:

- ❖ Provide down payment and closing cost assistance
- ❖ Acquire and rehabilitate homeowner units
- ❖ Provide tenant-based rental assistance for self-sufficiency
- ❖ Construct homeowner units in targeted areas
- ❖ Acquire and rehabilitate units to provide rental housing
- ❖ Construct mixed-income housing units
- ❖ Provide credit counseling and homeownership training assistance

2) Non-Homeless Special Needs Strategies:

- ❖ Expand or construct facilities
- ❖ Rehabilitate/upgrade facilities
- ❖ Provide supportive services

3) Homeless Strategies:

- ❖ Provide funds for emergency shelter operations
- ❖ Expand the number of emergency shelter beds
- ❖ Provide funds for homeless prevention
- ❖ Expand the number of beds for transitional/supportive housing

4) Community Development Strategies:

- ❖ Complete target area infrastructure improvements (storm drainage, paving, etc.)
- ❖ Increase access to public facilities for low income elderly (expand or construct senior centers)
- ❖ Increase access to public facilities for low income residents (parks and recreation centers)
- ❖ Expand economic opportunities (job training and job creation)
- ❖ Demolish vacant, unsafe, and dilapidated structures
- ❖ Provide public (social) services, and preserve historic buildings

Executive Summary
2005-2006 One Year Action Plan and Activities

The County receives federal funds from the US Department of Housing and Urban Development (HUD) from three federal programs. These programs are the Community Development Block Grant (CDBG) Program, the Home Investment Partnerships (HOME) Program, the American Dream Downpayment Initiative (ADDI) Program, and the Emergency Shelter Grants (ESG) Program.

The County will receive the following HUD grant allocations for 2005-2006:

CDBG:	\$ 2,736,550
HOME:	\$ 1,183,416
ESG	\$ 105,559
ADDI	<u>\$ 44,434</u>
TOTAL:	\$ 4,069,959

The County will use these funds to implement the specific strategies established in the County's 2005-2009 Consolidated Plan.

Affordable housing funds will be administered on a county-wide basis. The County will provide assistance to the homeless and those with special needs through the construction, rehabilitation, or expansion of facilities and the provision of services. The County will continue its community development improvements focused on improving low income neighborhoods and assisting low income persons/households through public facilities and improvements and public services.

Staff consulted with local governments, citizens, County departments, County Commissioners, and public and private agencies to identify needs and develop strategies for the 2005-2009 Consolidated Plan. A steering committee from the Planning and Development Department, the Library and Leisure Services Department and the Community Services Department used the strategies identified in the 2005-2009 Consolidated Plan to develop the 2005-2006 One-Year Action Plan Activities.

2005-2006 One-Year Action Plan Activities

CDBG

City of Sanford: Cloud Branch Outfall System Construction-Goldsboro \$530,000

This is Phase One of the project. Sanford will construct drainage structures in the Cloud Branch drainage system in the Goldsboro Target Area from 8th Street to 14th Street. County funding is contingent upon Sanford's financial leveraging of Florida Department of Environmental Protection (DEP) State Revolving Loan Funds. The activity involves real property acquisition and the relocation of one household, subject to compliance with the federal Uniform Relocation Act. Because acquisition and relocation costs were incurred by the City, staff recommends the City fund all related acquisition and relocation costs with the use of City leveraged funds. The County will fund only the "hard" construction costs.

City of Winter Springs Senior Citizen Center Expansion/Paving/ Therapy Pool \$575,000

Winter Springs will construct a 3,670 square foot concrete block addition to the Senior Center and provide additional parking and a heated and covered therapy pool. The Senior Center presently serves 548 senior citizens (approximately 50 % who reside county-wide), and the improvements will provide services to accommodate 1,000+

county-wide senior citizens whose population is forecast to be in need of these services by 2010.

Rescue Outreach Mission of Sanford (Mission) Shelter \$400,000

The Mission operates the only emergency shelter in Seminole County designed to receive "off-the-street" homeless persons in need of short term residential accommodations. The shelter has not received any improvements or upgrades since its construction in 1988. The County funded architectural services in 2003-2004 to design the expansion (additional 10 beds) and rehabilitation of the shelter. Architectural services are complete, and the Mission is ready to proceed with the project. The shelter will be increased by 1,439 square feet, and services will be improved.

Chuluota Target Area Improvement \$300,000

The scope of this project will be determined in the fall of 2005.

Emergency Medical Assistance \$100,000

The County's Community Assistance Division will continue providing emergency medical assistance to lower income persons on a county-wide basis.

Child Care Assistance \$100,000

The County's Community Assistance Division will continue to assist lower income households with child care services on a county-wide basis. Some of the CDBG funds for this activity are used with the County TBRA Self-Sufficiency Program.

Seminole County: Clearance Program \$184,550

The County will continue to demolish vacant and dilapidated structures on a county-wide basis. At least twenty five (25) structures will be demolished and cleared.

Planning & Administration \$547,000

Funds will be used for planning and administrative activities of the Community Development Office, which includes all associated operating expenses.

HOME

CHDO-Homeowner or Rental Rehabilitation/Construction \$565,075

Funds will be set aside for a County-certified Community Housing Development Organization (CHDO) that will own, sponsor, or develop affordable housing with funding award preferences for projects that provide housing for senior citizens and/or the working poor. The funds will be awarded to a CHDO using the Request for Proposals (RFP) process.

Tenant-Based Rental Assistance (TBRA) \$500,000

The County will continue to provide rental assistance to very low income households. These funds will be "targeted" for the Community Development Office Self-Sufficiency Program.

Administration \$118,341

Funds will be used for planning and administrative activities of the Community Development Office, which includes all associated operating expenses.

ESG

Rescue Outreach Mission: Homeless Assistance \$36,946

Rescue Outreach Mission (Mission) will use ESG funds to offset shelter operating expenses. Matching funds are required on a dollar-for-dollar basis.

Seminole County Victim's Rights Coalition (SafeHouse): Homeless Assistance \$36,946

SafeHouse will use ESG funds to offset shelter operating costs. SafeHouse provides assistance to women and children who are made homeless as a result of domestic violence. Matching funds are required on a dollar-for-dollar basis.

Homelessness Prevention \$31,667

The County's Community Assistance Division will continue to provide homelessness prevention services for households in danger of eviction or foreclosure, utility assistance to prevent the disruption of utilities, and security deposit assistance for rental housing. Dollar-for-dollar matching funds are provided through in-kind services through the services of the Community Assistance Division staff.

ADDI

Seminole County Down Payment Assistance \$44,434

Approximately 5 low income households will receive downpayment assistance.

Citizen Participation Plan

The Seminole County Citizen Participation Plan outlines ways in which the citizens of Seminole County can participate in its Home Investment Partnerships (HOME), Community Development Block Grant (CDBG), and Emergency Shelter Grants (ESG) Programs. Its purpose is to encourage public participation in the planning process, as well as to meet the requirements of the U.S. Department of Housing and Urban Development. Any persons who require assistance in reading or understanding this Plan or any other documents described herein due to disability or difficulty with the language, will be provided assistance sufficient to enable them to understand its purpose and provisions.

1. AVAILABILITY OF PLANS, DOCUMENTS

The Seminole County Citizen Participation Plan, Consolidated Plan and amendments thereto, and Consolidated Annual Performance and Evaluation Reports are available for public review at any time. Copies of the Plan may be obtained through the Community Development Office, Seminole County Services Building, Room 3301, 1101 East First Street, Sanford, Florida 32771 during normal business hours, which are Monday through Friday from 8:00 a.m. – 5:00 p.m. At the time the Citizen Participation Plan and/or Consolidated Plan is initially proposed, the public will be informed of its availability through a summary notice in a newspaper for general local circulation as a display ad in an appropriate section of the newspaper and will not appear in the legal notices section or classified section of the newspaper. When scheduling permits, the notice shall appear as an announcement on the County website home page and also on Seminole Government Television (SGTV). A reasonable number of free copies will be available. This process will be repeated at any point where either plan is updated or this process is required by federal or state law. If the Citizen Participation Plan is being adopted or updated at the same time Seminole County is undertaking a Community Development Needs Assessment, then notice to the public will be given 7-14 days prior to the public hearing regarding the Community Development and Housing Needs Assessment required for participation in the HOME, CDBG, and ESG programs.

2. PUBLIC HEARINGS

There shall be at least two public hearings per year to obtain citizens' views. Any comments or views of citizens received in writing or orally at the public hearings will be considered in preparing the final Consolidated Plan. Together, the hearings must address resident views on housing and community development needs, development of proposed activities, and review of program performance. One public hearing will be held before the proposed Consolidated Plan is published for public comment, and the second public hearing shall be held to obtain public comment on the Consolidated Annual Performance and Evaluation Report (CAPER). All notices of public hearings will be published in a newspaper of general local circulation at least 7-14 days prior to the public hearing as a display ad in an appropriate section of the newspaper and will not appear in the legal notices or classified sections of the newspaper. When scheduling permits, the notice shall appear as an announcement on the County website home page and also on Seminole Government Television (SGTV).

3. SPECIAL NOTIFICATION

In addition to notices in newspapers, Seminole County will notify persons of proposed Community Development activities and projects in unincorporated County designated "impact areas" (target areas) through neighborhood-based methods. These methods may include direct contact with local neighborhood leaders and posting and/or distribution of notices. Similarly, notification will be provided to both of the County's Housing Authorities in order to encourage participation by their residents.

4. ACCESSIBILITY

All public meetings concerning the HOME, CDBG, and ESG programs will be held at the Seminole County Board of County Commissioners Chambers and will be convenient to citizens, particularly those who are potential or actual beneficiaries. Meetings will be held between 5:30 p.m. and 8:30 p.m. on weekdays. Meeting locations will be accessible to the handicapped, and the meeting announcement will indicate what extra assistance will be provided to accommodate the special needs of persons with disabilities.

5. INFORMATION TO/FROM PUBLIC

Prior to the development of the Five Year Consolidated Plan, Seminole County will make public to its citizens and other interested parties, information that includes the amount of assistance (HOME, CDBG, and ESG grant funds) that the County expects to receive, the range of activities that will be undertaken, including the estimated amount that will benefit persons of low and moderate income, and assess the community's development and housing needs, particularly those of low and moderate income residents. This process is known as the Community Development Needs Assessment. The participation of citizens will be encouraged as part of the determination of the community's needs. Residents' written comments and oral suggestions at the public hearing will be considered part of the development of the Community Development Needs Assessment.

6. COMMENTS/CONSIDERATION OF PROPOSED PLAN

After the development of the Five Year Consolidated Plan and approval by the Board of County Commissioners for the publication of the proposed activities, a thirty day (30) public comment period will be held to solicit public comment for the proposed activities. Written comments should be made to the Seminole County Community Development Office, County Services Building, Room 3301, 1101 East First Street, Sanford, Florida 32771. A summary of all comments received will be appended to the Plan.

7. TRANSLATION TO OTHER LANGUAGES

Federal regulations governing the HOME, CDBG, and ESG programs require that the Citizen Participation Plan address the needs of non-English speaking residents. Census figures for 2003 for Seminole County indicate that approximately 6.83% (percent) of the population of Seminole County speak English less than "very well" (source: US Census Bureau American Fact Finder 2003 American Community Survey). If ten percent or more of the potential or actual beneficiaries of a HOME, CDBG, or ESG program project are determined to be non-English speaking, provisions will be made at the appropriate public hearings for translation of comments and documents into the native language of the majority of the non-English speaking residents affected.

8. WRITTEN COMMENTS

Written comments or complaints concerning Seminole County's Consolidated Plan, Consolidated Plan Substantial Amendments, and the Consolidated Annual Performance and Evaluation Report (CAPER) will be responded to in writing within fifteen (15) working days. A summary of those comments or views not accepted and the reasons therefore, shall be retained on file in the Seminole County Community Development Office and will be appended to the respective document. Written comments should be made to the Seminole County Community Development Office, County Services Building, Room 3301, 1101 East First Street, Sanford, Florida 32771.

9. PROGRAM CHANGES

The County will use the following criteria for determining what changes in the County's planned or actual activities constitute a substantial change to the Consolidated Plan. An amendment to its approved plan will occur whenever it makes one of the following decisions:

1. To make a change in its allocation priorities or a change in the method of distribution of funds;
2. To carry out an activity using funds from any program covered by the Consolidated Plan (including program income), not previously described in the Action Plan;
3. To substantially change the purpose, scope, location, or beneficiaries of an activity. The following criteria are to be used for determining whether a program change would constitute a substantial amendment:
 - a) Purpose – Whenever a change in the primary function of an activity requires that it be classified under a different eligible activity. (Note: This does not include a project that is generally unchanged, but is reclassified due to a reinterpretation of HUD regulations or definitions).
 - b) Scope – If the service area, budget, or beneficiaries are changed so that 50% or more of the intended beneficiaries are no longer able to benefit from the activity. This does not include a budgetary change in a Direct Benefit or other activity where a service or other benefit is available as long as funds are available.
 - c) Location – If the location of an activity is changed so that 50% or more of the intended beneficiaries are no longer able to benefit from the project.
 - d) Beneficiaries – If the activity's location or eligible recipients are changed so that 50% or more of the intended beneficiaries are no longer able to benefit from the activity. This does not include a budgetary change in a Direct Benefit or other activity where a service or other benefit is available as long as funds are available.

Citizens will be provided with a reasonable notice and an opportunity to comment on substantial amendments. The County will advertise in the local newspaper and will provide no less than 30 days to receive comments on any amendment before the amendment is implemented. A summary of any comments, including the reasons for those not accepted, will be appended to the amendment.

10. AVAILABILITY OF PROGRAM RECORDS

Citizens of Seminole County will be provided with reasonable access to records concerning any activity undertaken with HOME, CDBG, or ESG Program funds. Any such request for access to records should be made in writing to Seminole County Community Development Office, County Services Building, Room 3301, Sanford, Florida 32771. The telephone number is 407-665-7384 and the TTY number is 407-665-6511. Seminole County may charge reasonable fees for the duplication and provision of materials. Confidential information normally protected under state and federal freedom of information laws will not be available for public review.

11. PLANS TO MINIMIZE DISPLACEMENT

The County will make every effort to minimize displacement and has prepared an Anti-displacement and Relocation Plan to address the actions it will take to do so. That Plan is under separate cover, and is incorporated herein by reference.

12. ASSISTANCE TO GROUPS

Technical assistance is available to groups representative of persons of low and moderate income that request assistance in developing proposals for funding assistance under the HOME, CDBG, or ESG programs.